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96-67

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE

FOR THE

Joint Computer Support.

OFFICE OF ~~COMPUTER SERVICES~~

FORM NO. 738
1 JUL 55

(41)

	SCHEDULE NO. 96 95-67-1

CONCURRENCE

25X

OFFICE, DIVISION, BRANCH	SIGN
OFFICE OF COMPUTER SERVICES, Deputy Director for Science and Technology	TITL Director, OCS, DDS&T 6 October 1967

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
0.	**INTRODUCTION**		

a. This schedule is a composite schedule for the Office of Computer Services, Deputy Director for Science and Technology. The records covered by this schedule are those accumulated by the Office of Computer Services in fulfilling its mission to:

(1) Develop and operate a computer services organization to satisfy automatic data processing requirements from any component of the Agency, including:

(a) Systems analysis.
(b) Programming assistance.
(c) Operation of computer equipment.

(2) Provice advice, technical information, or other ADP information to various Agency components.

b. The functions and responsibilities of the Office of Computer Services include:

(1) Conducting or assisting in feasibility studies and the design of appropriate ADP systems in response to requests from Agency components.

(2) Serving as the focal point for feasibility studies and

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
0.	**INTRODUCTION (cont'd)** Directorate for Science and Technology. (3) Preparing and/or conducting such computer software or programs as are required to support the computer operations of the Office of Computer Services. (4) Equipping and operating a computer center to perform the full range of ADP services. (5) Maintaining a staff of qualified technical personnel who can consult with and assist other Agency components in matters related to ADP. (6) Collaborating with the Office of Security, Office of Communications, other Agency components, and members of the Intelligence Community in developing and effecting appropriate security measures for ADP.		
1.	**POLICY FILES** These files are those held in the executive offices of the Director, Office of Computer Services, DDS&T. These files consist of correspondence, reports, memoranda, committee reports, and other documents relative to the direction of the Office of Computer Services, and its relationship to other Agency Components, and the Intelligence Community. These records are held subjectively under an established numerical system, and cover the period of: 1961 to present.	30.0	Permanent. Break files annually, or at such other time as volume considerations render the retention of these files in active file space impracticable. Retire to the Records Center.

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2)	**OCS REGULATORY ISSUANCE FILES** These issuances consist of OCS Orders, Notices, and other issuances directive in nature, or issued for informational purposes, relating to the administration and management of the Office of Computer Services. These issuances are controlled by the Administrative Staff which maintains the master file. Period covered: 1965 to present.	.1	Permanent. Maintain on a current basis. Retain superseded issuances for an additional year and retire to the Records Center. TJ A
3.	**SUBJECT FILES** These files are those held throughout the major components of OCS, with the exception of the Administrative Staff, in addition to those files specifically covered in this Records Control Schedule as readily identifiable and integral file series. These files are those which have been designated official OCS files, and for which the respective components have been declared the office of record. These files are general files which contain letters, memoranda, and other types of documents and records pertaining to the respective component's projects, operations, administration, policy, planning, and management These records are held subjectively under an established file system. Period covered: 1963 to present.	100.0	Temporary. Break files annually, or at such other time as volume considerations render the retention of these files in active office space impracticable. Retire to the Records Center. Destroy 25 years after receipt in the Records Center.
(4.)	**ADMINISTRATIVE FILES** These files are those held by the Administrative Staff, OCS, as the office of record, and consist of letters, memoranda, standard forms, and other documents pertaining to the administration and management of the Office of Computer Services. These	45.0	

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS

4. ADMINISTRATIVE FILES (cont'd)

(a.) Subject Files:

These files consist of reports, correspondnece, and other documents pertaining to the overall mission and functions of OCS, Administrative Staff, not included in the specific categories described below. These files are held under a subject-numeric system. Period covered: 1963 to present.

Temporary. Break files annually, or at such other time as volume considerations render the rentention of these files in active office space impracticable. Retire to the Records Center. Destroy 25 years after receipt in the Records Center.

(b.) Personnel Files:

These files are those maintained as the "soft files" for OCS personnel and applicants. These files are maintained alphbetically. Period covered: 1963 to present.

Temporary. Maintain on a current basis. Upon termination or transfer of the employee, screen and forward material not previously forwarded to the Office of Personnel, or the gaining office. Destroy remaining papers.

(c.) Training Files:

These files consist of duplicate training requests, training catalogs, schedules, and other materials, pertaining to the OCS training function. These files are held subjectively. Period covered: 1965 to present.

Temporary. Maintain on a current basis. Destroy when no longer needed.

(d.) Security Files:

These files consist of memoranda, reports, and other documents pertaining to personnel and physical security of OCS. These files are held subjectively. Period covered: 1965 to present.

Temporary. Maintain on a current basis. When no longer needed, screen and forward material not previously forwarded to the Office of Security. Destroy remaining papers.

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4. <u>ADMINISTRATIVE FILES</u> (cont'd)

    e. <u>Logistics Files:</u>

        These files consist of memoranda, work orders, requisitions, purchase orders, equipment rentals, property accountability records, logs, and other documents pertaining to logistical support of OCS. These files are held subjectively. Period covered: 1963 to present.

    Temporary. Maintain on a current basis. Property, and other records subject to audit are to be retained until completion of the audit. When no longer needed, screen and forward material not previously forwarded to the Office of Logistics. Destroy remaining papers.

    f. <u>Budget and Finance Files:</u>

        These files consist of office estimates, instructions, narrative and statistical statements of requirements, vouchers, travel orders, correspondence, and other records pertaining to the budget and fiscal support of the Office of Computer Services. Period covered: 1965 to present.

    Temporary. Break files annually at the end of the fiscal year. Retain an additional 3 years and destroy.

    g. <u>Contract Files:</u>

        These files consist of contracts and other documents related to OCS contractual services. Period covered: 1965 to present.

    Temporary. Maintain on a current basis and 6 months after termination. Screen and forward pertinent papers to the Office of Logistics. Destroy remaining papers.

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5.	TECHNICAL ANALYSIS AND SYSTEMS DEVEL-OPMENT FILES:	300.0	Temporary. Maintain on a current basis. When no longer needed, screen and transfer record material not already incorporated to component, or other pertinent, subject, project, and operational files. Destroy remaining papers.
	These files consist of studies, job requests, documentation, procedures, and other materials developed by systems analysts and programmers, as well as other technical personnel, in conducting feasibility studies, developing automatic data processing systems, preparation of programs, and implementation and operation of the systems. These files are held in the form of card decks, machine listings, standard forms, and other documentation. These files are generally held as working files of the respective component analyst personnel and are of transitory value directly related to the time frame in which a system is studied, developed, and placed into operation. It becomes reference material, but is unrelated to the reference material, _per se_, listed below. Period covered: 1965 to present.		
6.	REFERENCE FILES	200.0	Temporary. Maintain on a current basis. Destroy when no longer needed for reference, or when becoming obsolete or superseded.
	These files consist of manuals, reports, operating system information, reference books, periodicals, technical journals, and other types of material published by vendors and/or contractors with respect to the technical and operational aspects of automatic data processing systems and equipment. This material is generally held on desks, or in readily accessible equipment in close proximity to OCS analytical and operational personnel. Period covered: 1963 to present.		

Records Disposition Authority

Records Control Schedule 96-67-1 for the Office of
Computer Services is approved and authority hereby given
to implement the disposition instructions therein.

AT·

Preparation·

Records Management Analyst

2 6 OCT 1967
Date

Approval:

CIA Records Administration Officer

2 6 OCT 1967
Date

STA

OCS-1502-71
29 September 1971

MEMORANDUM FOR: CIA Records Administration Officer

THROUGH   : DD/S&T Records Management Officer

SUBJECT   : Records Control Schedule 96-67-1 Revision

1. Attached are an original and three copies of a proposed revision to the OCS Records Control Schedule 96-67-1, item number 7, page 7. This revision is forwarded for your review and approval.

2. The change in the schedule is for the retention and retirement of the chronological files held in the executive offices of the Director, Computer Services. These files are a valuable historical record of this office and generally deal with the overall direction, mission and function of the office.

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Records Management Officer, OCS

APPROVED

CIA Records Administration Officer

21 Oct. 1971
Date

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7.	CHRONOLOGICAL FILES a. These files contain copies of correspondence prepared in the executive offices of the Director, Computer Services. Contents of these files deal with the overall direction, mission and function of the office. These files are held chronologically by date. Period covered: 1964 to present. b. These files contain copies of correspondence prepared by the OCS components and maintained as extra copy reading files. These files are held chronologically by data. Period covered: 1965 to present.	4.0 6.0	Permanent ~~Permanent~~ Break files annually or at such other time as volume considerations render the retention of these files in active office space impracticable. Retire to Records Center. ~~Destroy XX years after retirement to Records Center~~. Historial records. Temporary. Break files annually. Retain an additional 6 months and destroy. (Non-record).

APPROVED: _____   21 Oct 97 / Date

    CIA Records Administration Officer

Approved: _____

      DD/S&T Records Management Officer

RECORDS CONTROL SCHEDULE . CONTINUATION SHEET

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180008-6

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7.	CHRONOLOGICAL FILES These files contain copies of correspondence prepared by the OCS components and maintained as extra copy reading files. These files are held chronologically by data. Period covered: 1965 to present.	10.0	Temporary. Break files annually. Retain an additonal 6 months and destroy. *See revised item 7a. filed ous next page 7a.*
8.	PUBLICATION FILES These files contain regulatory issuances, and other publications of DDS&T, CIA, and the Intelligence Community. These publications are generally held by originating series. Period covered: 1965 to present.	2.0	Temporary. Retain on a current basis. Destroy when no longer needed, or when superseded or made obsolete.
9.	DOCUMENT CONTROL FILES These files consist of Document Control Form 238, and other controll maintained for documents of various classifications and sensitivity. These files are held by control number. Period covered: 1965 to present.	1.0	Temporary. Retain on a current basis. Destroy when no longer needed.
10.	PROJECT FILES These files consist of card decks, tapes, machine listings, documentation, data input records, and other materials received in, maintained by, or produced by the Office of Computer Services in the operation of its Computer Center to provide computer services to customer components of the Agency, as well as internal OCS projects. These services are under project (job) control, with each being given a number and title. The Office of Computer Services is the office of record for this material only to the exten		

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
10.	**PROJECT FILES (cont'd)** tation and data processing media in fulfilling its functions as a service organization. Customer components retain the responsibility for basic input data, and for making provisions for the disposition of the data output prepared by OCS. These files are under the jurisdiction and control of the Computer Center (Technical Staff, and Operations Division), OCS, and are maintained under the following categories. Period covered: 1961 to present.		
	(a.) Systems Design, Programming and Production Procedures Manual: This manual outlines and describes the standard practices which must be used in order to initiate program, document, and process a project in OCS. Standard practices are described for having a project approved for development in OCS, and for study, programming, testing, documenting, production, filing, and accounting procedures.	.1	Temporary. Technical Staff: Maintain the master copy and distribution control on a current basis. Maintain one copy as a vital document in the Vital Materials Repository. Manual Custodians: Maintain on a current basis. Return to the Technical Staff when no longer needed for reference.
	(b.) Master Project Control Files: These files are those maintained in the Operations Division, Production Control Branch, as the office of record. These files consist of project approval records, systems documentation, programming manuals, a run book, source program master and index listings, object programs, customer codes, programmer diagraph codes, and project status listings. These files are held by project number and name.	50.0	Temporary. Maintain on a current basis with a duplicate copy held as a vital document in the Vital Materials Repository. As changes are recorded in the vital document copy, retain these changes as the history of the project. Upon termination of the project, retire the vital materials copy to the Records Center. Destroy 10 years after receipt in the Records Center.

ITEM NO.	FILES IDENTIFICATION		DISPOSITION INSTRUCTIONS
10.	PROJECT FILES (cont'd)	30.0	Temporary. Maintain for a period of 3 months following date incorporated into OCS data files for the respective project, then destroy.

10. PROJECT FILES (cont'd)

c. Input Source Document Files:

These files consist of documents submitted to OCS from which data is converted to forms appropriate to the updating of data files for a particular project in the OCS Computer Center. These source documents may be duplicate copies of source documents, code sheets, or other documents received from the respective customer component. These files are maintained by type.

30.0 Temporary. Maintain for a period of 3 months following date incorporated into OCS data files for the respective project, then destroy.

d. Card Deck Files:

*(1) Source Program Cards and Documentation:

These files consist of source programs held on IBM cards coded under established program language standards and procedures set forth in the Systems Design, Programming and Production Procedures Manual, as well as machine runs as backup to the cards. These records are held by project number and title.

20.0 Temporary. Maintain on a current basis. When practicable place source programs on tape and deposit as vital records in the Vital Records Repository, along with the machine run documentation. Otherwise, deposit card decks and related machine run documentation as appropriate. Upon termination of the project, retire to the Records Center. Destroy 10 years after receipt in the Records Center.

(2) Data Cards:

These files consist of IBM cards constituting a basic data bank in support of Computer Center services. These cards are held by project.

50.0 Temporary. Maintain on a current basis. Destroy as updated or no longer needed for reference or backup purposes.

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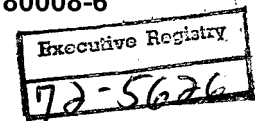APPROVED

CIA Records Administration Officer

23 Aug 1968
Date

* Revised: 7 August 1968

SECRET

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
10	PROJECT FILES (cont'd) (e.) Magnetic Tape Files: These files consist of magnetic tapes containing programs and data pertaining to the projects serviced by the OCS Computer Center. These tapes are held under a numerical system in an established tape library, supported by a card and machine listing catalog.	1,000.00	Temporary. Maintain on a current basis. Upon termination of the project, retire data tapes to the Records Center when such tapes are not obsolete, nor subject to further updating, but rather represent historical data worthy of limited retention as an integral part of the project file. Program tapes are to be retired to the Records Center. Program tapes and data tapes retired to the Records Center are to be incorporated with the master project control files into the respective project file. Destroy 10 years after receipt in the Records Center.
	f.) Machine Listing Files: These files consist of machine listings produced in connection with the OCS Computer Center Project support function. These runs are used for reference and other purposes by analysts and other personnel of the Computer Center.	40.0	Temporary. Maintain on a current basis. Destroy when no longer needed for reference purposes, or superseded.
	(g.) Computer Processing Request: These files consist of completed Computer Processing Request (Form 2737). This form provides OCS with a signed record of completed jobs picked up by the customer.	40.0	Temporary. Maintain for a period of 6 months then destroy. Retain in current files for 1 month, then retire to Records Center. Approved: _____ DD/S&T Records Management Officer Approved: _____

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1 JAN 56

RECORDS CONTROL SCHEDULE - CONTINUATION SHEET

(41)

Executive Registry
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19 October 1972

MEMORANDUM FOR: Special Assistant for Information Control,
                Executive Director-Comptroller

ATTENTION   : Chief, Records Administration Branch, DCI

SUBJECT   : Interim Authority to Retire Project Records of
                SIPS Task Force

    1. During the six years that the SIPS Task Force has been
actively engaged in systems analysis and development, considerable
amounts of project control and reference material have accumulated -
most of the materials bearing directly on the day-to-day activities
of the Task Force. With the advance of the project into the final
design and implementation phases, however, certain segments of the
records have become inactive and should be retired to prevent improper
utilization of safe and vault space.

    2. An effort is currently in process to draft a Records Control
Schedule in coordination with [   ] DDS Records Management   STA
Officer. The draft schedule should be ready for review and approval
during the next two months.

    3. To enable the SIPS Task Force to cope with immediate record
disposition problems, it is requested that the Task Force be granted
interim authority to retire a limited amount of material to the CIA
Records Center [not to exceed 6 boxes].   STA

                                                                              STA
                                      Records Management Officer
                                      SIPS Task Force

                                                                              STA

APPROV